

Time Management

Grade Level	Ninth
Minimum Time Required	30 Minutes
Materials/Resources	Handouts
Subject Area(s)	Guidance Business

Project Description:

1. Tell students that "Tomorrow is a FREE DAY! You have no responsibilities or plans. What would you do with such a bonus day? On this blank sheet of paper, use a marker and divide up your day to show how you will use your time." (Show an example of your own.)
2. Ask students to make simple sketches or words to describe their perfect day. Ask a volunteer to share his/her day with the class. He/She then chooses the next student to come up and share.
3. Ask students to read and complete the activities on the handouts.

Career Development Standard	Skills to make decisions.
Career Development Indicator	Identify alternatives in given decision-making situations.
Delivery Level	Review
Academic Standards	
Language Arts	2.4.a write to clarify thinking and what is known about various topics.
Employability/SCANS Skills	Basic Skills Thinking Skills
Assessment/Rubric	Students will be evaluated on their completion of the written activities.

Submitted by: Curtis & Associates

"I'd like to share a letter with you from a person with a challenge and see what you think:

Dear Ann:

I'm on my own for the first time in my life, and it's great! The only problem is that I have so much to do, I have a hard time getting it all done! I'm going to school full-time, working 24 hours a week and trying to get involved in some groups here at school. I never knew laundry was so time consuming --or that having time to study was so important! I like being in college, but isn't there supposed to be some time that I can just spend with my friends?!

Sincerely,
Alice from Dallas

"How many of you have ever felt like Alice? Do you ever feel like you never have enough time for yourself--Or that you don't know what to do with your time? Once you become employed or enter college, time management will become one of the toughest skills to master. We need to learn how to plan our time."

8 Reasons To Plan

1. To make things happen.
2. To advance on the job.
3. To provide a framework for acting on decisions.
4. To reduce crises.
5. To give direction to energy.
6. To grow in confidence.
7. To increase self-esteem.
8. To achieve our goals.

RULES:

Introduce **8 Reasons To Plan** (Overhead/Handout) and generate about why planning our time is important. Emphasize that people who are successful in the self-sufficient lifestyle have managed time.

Explain that effective people make "To Do" Lists where they write down the goals they want to accomplish each day. Suggest we put this tool to work for us.

Demonstrate how to use a **“To Do”** List (overhead/handout).

- Step 1. Write down all goals for the day.
- Step 2. Assign each goal a number according to importance.
- 1 – Must (Has to get done)
 2 – Should (want to, could wait)
 3 – Could (If not today, tomorrow)

- Step 3. Throughout the day, complete goals in order of importance. At the end of the day, check off results and move to the next day any items that are not completed.

"TO DO" LIST

- 1 - Must ✓ Completed
 2 - Should → Do Tomorrow
 3 - Could ● In Process
 ○ Delegated
 x Not Doing

Date _____

	123	Prioritized Daily Task List
x	1	Do homework
→	1	Clean room
●	3	Sign up for school play
x	2	Bake cake for mom
●	1	Plan ski trip
→	2	Call grandma
x	1	Buy notebook for a day planner

OBSERVATION:

Using your list as an example, ask students to complete their “To Do” List (Handout 34.2)

EVALUATION:

“How many of you included personal activities that you enjoy?” We can make time for the things we want to do, learning how to delegate some of our “TO DO” will free up time so we can do things we enjoy doing and still get our goals done. I encourage you to buy a little notebook or a day planner and keep track of your time!

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→ Do Tomorrow

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X Not Doing

Date _____

[illegible]